

# GSCA CIO Executive Meeting Minutes

7.15pm, Thursday 19th June 2025

Meeting at Community Room, Village Hall, Guilden Sutton

1

## Attendance

Rachael Whelan (RW) - Chair  
Sarah Connolly (SC) - Treasurer  
Samantha Wareham (SW) - Secretary  
Phil Lathaen (PL)  
Michelle Lloyd-Kerfoot (MLK)  
Derek Hughes (DH)  
Brian Lewin (BL)  
Alice Hay (AH)  
Vicky Black (VB)

## Apologies

None

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## Trustee appointment

None

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## Conflict of Interest Declarations

VB: GS Primary School Trustee.  
No other changes.

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## Treasurer's Report

The Treasurer's report will be forwarded on to the Trustees via email.

5

## Grant Applications

CWAC website has a page with details on organisations you can apply for grants with.

**MLK** to use one of the grants that we could apply for to help guide us on what is required for an application. Then set up a basic document with information about GSCA to use as standard input in future applications.

## GSCA CIO Executive Meeting Minutes

### 6 Membership

Current membership = 175

Members benefits: Discounted hall rates. Right to vote at AGM. Newsletter and first to know about events.

MLK suggested additional benefits could be discounts on selected businesses with ties to GSCA. For example if we approved a Bouncy Castle company they may offer discounted rates via GSCA.

Potentially the Members Day event could showcase GSCA facilities and ask selected companies to attend and agree to offer discounts to members.

All adults would have to be existing members or sign up on the door.

In addition, members could annually be given 4 tickets for refreshments (cup of tea at events) which could be distributed at the beginning of each year.

### 7 Building Improvement and Repairs

#### Land Registry

RW update on transfer of the deeds, we would need the death certificate from the family of the deceased, and the consent of the other who believed to live on the South Coast. If can't obtain then next step would be to get a court order.

**DH** offered to try and contact them in the first instance.  
Richard Glanmor Hemmings and Mervyn John Coatham.

Potentially Community Action can give advice/help us if we cannot contact them.

#### Heating Programme

Carry over action point:

**PL & BL** to talk with Peter and set up remote operation of the heating.

#### Marigold Room toilet

## GSCA CIO Executive Meeting Minutes

Complexities of the installation toilets been discussed with preschool Chairs. Understanding that timescales of work being done in summer holidays is not feasible.

**RW** checking with groundworker for feasibility with the neighbouring sewer network. Alternative option would be to put the toilet on the back wall (adjacent to garden area) and link in to the existing hall drainage which runs around the back of the building.

### Fence surround the outdoor space

Pre-school have obtained 3 x quotes on school paramesh fencing as agreed. Best price £3,399 + VAT with 2 x pedestrian gates with push locks. Request to check height at 1.8m meets required standards.

GSVA to pay for the work to be done and Pre-school to donate the cost of the work to GSVA. Partial funding potential from GS Parish Council.

**All Trustees voted:** 8 x Yes, 1 x No. Majority agreement to approve the work.

Discussion re pre-school commitment and to use the space respectfully. Specifically, that the space is left in a usable state for others, particularly other regular users. Outside and inside areas to be cleared up and items put away so that other hall users can use the area fully. A separate discussion is required with Pre-school about expectations in both directions.

RW to double check planning requirement, government minimum height standard and notify neighbours in advance of works.

### Marigold Room

The ballet group complained about things/mess left on the floor in the Marigold room (they practice barefoot). Pre-school have been notified and apologised.

Ensure preschool have access to the calendar so they know which days other users will be using the space. Particular note: Monday (for Beavers) and Friday (for ballet and then weekend users/parties). Discussion whether necessary for additional cleaning. When the hall is promoted and usage increases, the days for full clear and clean may increase.

## GSCA CIO Executive Meeting Minutes

**SC** to look at the current cleaning contract to see what we are paying for and what it would cost to increase cleaning frequency for the Marigold room. We can put out an advert on Facebook GS Village page, in addition to getting some other business quotes.

### Summer clear out

Clear out agreed for Sunday 10/8/25, 9am - 1pm.

SC, PL, VB, SW, DH, RW agreed they can attend. AH tentative, and MLK No due to holidays.

Skip drop off Saturday 9/8/25 and potentially collected Monday.

**AH** to let the Hall Users know the agreed clear out date and that they should clear out their cupboards prior to that date. Items to be skipped can be left in the committee room and we will put it in the skip on 10/8/25.

**RW** to request Steph Pinder block off the committee room for the week proceeding and until the committee room is cleared, and as a goodwill gesture, those with existing bookings can use Marigold instead at no extra charge.

### Hall Responsibilities

Fire Test - Tested and updated log. AB, SW, MLK & SC had demonstrations and participated.

PAT Testing - **SC** to check insurance and what obligation there is for PAT testing.

Yearly Floor Treatment (Summer) - It takes 2 people 2 hours to complete. Peter Evans offered to demonstrate what needs to be done.

Water Heater Leaks - Su Baird said the kitchen was flooded (into the hall). Usually happens once per year according to Peter. There is a drip tray. Possibly we could put a tube from it to feed into the sink to avoid future floods, as a stop gap until refit of the kitchen. Alternatively use a kettle and only have the water heater on for specific events.

### Insurance

Insurance renewed 27/6/25.

## GSCA CIO Executive Meeting Minutes

In relation to Bouncy Castles, RW has drafted a full statement to make the CA position clear. The broker verbally 'happy' with wording.

**All Trustees** voted yes to using the drafted Bouncy Castle statement.

**RW & SC** to review the renewal. Additionally look for Bouncy castle and fireworks legalities.

### Kitchen

**RW** to speak to kitchen contractors in due course to obtain some quotes.

### 8 Hall Users

Historically the Hall Users had to attend meetings to get the discounted rate. In addition they had to pay £5 to keep the regular slot booking.

The fee has not been taken recently. This is to be re-instated and increased to £10 annual fee and the regular meeting stood down.

They will need to contact us with issues or queries. There was a discussion on the email address for them to use as a point of contact. Agreed on [hallusers@quildensutton.org.uk](mailto:hallusers@quildensutton.org.uk)

**BL** to action email set up.

**AH** to monitor inbox and escalate to relevant people.

MLK said there is a complaint form on the website. BL confirmed the website sends the complaints form submission to [villagehalladmin@quildensutton.org.uk](mailto:villagehalladmin@quildensutton.org.uk)

At the moment the Hall Users contact the Chair with complaints.

Other than Hall Users, complaints usually go to Steph Pinder and she would forward on to the appropriate person.

**AH** will forward all the hall users' email addresses to **BL** and he will send an email from the [villagehalladmin@quildensutton.org.uk](mailto:villagehalladmin@quildensutton.org.uk) to ask if they want to be included in Marigold.

PL suggested we should communicate what we do as an association and our successes at the Hall User annual meeting in May.

## GSCA CIO Executive Meeting Minutes

### 9 Communications

#### Cloud storage

There is an annual charge for the google drive business that Matthew has been paying but never claimed any money back. PL doesn't think this is necessary to have a business account.

**PL** to look at what is stored and if we can move to a free storage option.

#### Email addresses / Website and Web presence

The only email published on the website is the [secretary@guildensutton.org.uk](mailto:secretary@guildensutton.org.uk)

**BL & PL** to look at what email addresses are set up and update the website and any other places they are published (CWAC/Village FB page?)

### 10 Events

At least 4 events per year

- Winter - Xmas Lights switch on
- Spring - Members Day
- Summer - Fete
- Autumn - Quiz

**BL** to take photos of the hall dressed for an event ready for advertising and promotion.

**MLK** to get the drapes up to check they are in good condition.

#### Upcoming Events

- **Family Members Fun Day** - We want to remind people we are here and what the hall facilities are. Last meeting September was proposed but all agreed it is too short a timeframe to organise this. Agreed to move this to early spring so that we have more time to plan and businesses can be approached to be featured at the event (and offer future booking discounts to members), such as:
  - Bouncy Castle
  - A Star Sports
  - Face Painting
  - Art Bus
  - Catering
- **Quiz Night** - Agreed 18th October. Robin and Vivian have agreed to do the Quiz. GSCA have agreed to the set up of the tables and to provide the food. We will decide what the food will be in September. Last time it cost about

## GSCA CIO Executive Meeting Minutes

£300-400 for the event. **MLK** to contact Lilybets catering and explore options.  
**BL** to put the date for the Quiz in the Marigold.

- **Xmas Lights** - 6th December 5:30-7pm.
- Senior **Lunch** - **MLK** to discuss with Denise when to have the lunch, it has been Xmas time previously but perhaps move to Easter.
- **Dancing through the decades/80's night** - 15th November. **MLK** is organising as a charitable event (profits will go to Charity). She might experiment with the Weston Grove fish and chip idea. **BL** could use this event for the promotional photos (drapes and decorations). **MLK** to let us know if any help is needed.

11 AOB

### Bookcase

Purchase of a book case was suggested to hold the village photo albums and Willis collection. They could be locked in a glass book case and a notice to say who to contact if they want to look at the albums.

**BL** has found an option with glass front and locks for £777.

All Trustees agreed that more quotes are required. Also second hand options.

**BL & PL** to look at more options.

### Pre-school outdoor space hedge trimming

Towards the school end of the outdoor space the children can hide behind a large hedge and the adults struggle to get behind. There are lots of sharp bits. Pre-school has requested permission to cut them back.

Simon Tiplady has offered to cut them back (he is certified by CWAC).

**All Trustees** agreed to approve the request.

**RW** to check whether would be covered within existing gardening contract.

### Paint Marigold room

Pre-school has requested permission to paint the Marigold room a neutral colour (currently baby blue).

**DH** requested they be mindful of the floors as they cost a lot of money to repair if damaged. We need to let them know if they damage them then they will need to take the cost of the repairs.

**All Trustees** agreed to approve the request, as long as **RW** approves their colour choice.

### Trees alongside of path

Trees alongside path need cutting back at height. **RW** to speak with Botanica re

## GSCA CIO Executive Meeting Minutes

works required, potentially requires separate tree surgeon visit. RW to investigate further.

### Legionella Testing

**BL** is looking into this.

### 12 Next Meetings

Tuesday 9th September 2025

Tuesday 14th October 2025

Tuesday 4th November 2025

Tuesday 9th December 2025

The first 15 minutes of each meeting will be for hall maintenance tasks.